

**From:** [Gullatt, Kristin](#)  
**To:** [Moore, Linda](#)  
**Cc:** [Torres, Tomas](#); [Amato, Paul](#); [Woo, Nancy](#); [Montgomery, Michael](#); [Albright, David](#); [KEMMERER, JOHN R.](#); [Rao, Kate](#)  
**Subject:** Action required: Briefings for Tomas next week (10/19 and 10/20)  
**Date:** Wednesday, October 14, 2015 4:48:00 PM  
**Attachments:** [Hot Topics WTR rev sept 29.docx](#)

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Hi Linda –

Could you help Tomas and I schedule the following meetings:

- 1) AD meeting every Monday from 9:30 -10:30 - ADs plus Kate and Paul will join us at 10:15am;
- 2) AD meeting every Wednesday 4-5 pm (ADs only); and
- 3) 2-3 hot topic briefings for Tomas and the appropriate manager(s) and staff (see attachment for hot topics) on 10/19 and/or 10/20.

Thanks,  
KG

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